

**Department of Administration - Budget Office**  
**2004 Schedule of WV-11 Due Dates**

<b>2004 Pay Period Effective Date</b>	<b>Auditor's Office Cut Off Date for Payroll</b>	<b>WV-11 must be received by DOA - Budget Office no later than</b>
January 1-16	January 9	December 23
January 17-31	January 23	January 13
February 1-14	February 4	January 26
February 15-28	February 20	February 9
March 1-16	March 8	February 26
March 17-31	March 23	March 12
April 1-15	April 7	March 29
April 16-30	April 23	April 14
May 1-16	May 5	April 26
May 17-31	May 21	May 12
June 1-15	June 7	May 26
June 16-30	June 22	June 10
July 1-16	July 9	June 24
July 17-31	July 23	July 14
August 1-16	August 6	July 28
August 17-31	August 23	August 12
September 1-15	September 7	August 24
September 16-30	September 22	September 13
October 1-16	October 6	September 27
October 17-31	October 22	October 13
November 1-15	November 5	October 26
November 16-30	November 19	November 9
December 1-16	December 8	November 29
December 17-31	December 21	December 10

Note: All WV-11's must be approved by DOA - Budget Office prior to entering in EPICS.

Dated: September 17, 2003